Staff-Student Action Log

Purpose	The core purpose of the academic representation system, which aligns with the revised UK Quality Code, is to achieve positive change that improves the educational experience of students at Royal Holloway and engages students as partners in the development, assurance, and enhancement of their learning.
Reports to	School Education Committee – UG and PGT School Research Student Oversight Committee - PGR
Department	Information Security- MSc Applied Data Science and Cyber Security (JAN)
Regular meetings per year	3-6
Quorum	5

Attendance Monitoring

	Date and Time	Location	Attendance
November Meeting (compulsory)	n/a		
December Meeting (optional)	n/a		
February Meeting (compulsory)	1230h 26/02/2025	INTER-029	Minwoo Kwon (Senior Rep), Lizzie Coles-Kemp (HoD), Saqib Kakvi (Ed Lead), Eva Garcia-Grau (Library), Waleed Shaheed, Khuong Nguyen, Lauryn Fleming (SU Rep), Tim Wilson-Soppitt (Secretary)
March Meeting (optional)			
April Meeting (compulsory)			
May Meeting (optional)			

Actions

Action No.	Agreed Action (Include reason for agreed action)	Date Action Agreed	Responsible	Due	Date Action Completed	Outcome
1.1	Send students Personal Tutor details as one student reported not received information (confirmed all students have been allocated)	26/02/2025	LCK	ASAP		LCK has checked all personal tutor allocations. LCK has still not managed to identify which student is without personal tutor details. LCK will now follow up with whole cohort to try and find the student.
1.2	Provide Primer/Preparatory materials for viewing before start of teaching	26/02/2025	LCK/SK	Before next intake	Ongoing	
1.3	Request Maths/Programming support if needed for Labs	26/02/2025	Students/KN/Lab-supervisors	In Labs/ Office hours	ongoing	
1.4	Ensure EPMS Network/ School social activities are communicated to cohort	26/02/2025	Iona Sweeney/TWS	ASAP		
1.5	Check possible (1hr) Lab options for timetabling Cyber Security module(s)	26/02/2025	SK/WS/Jassim Happa	ASAP		

Notes:

Feel free to use this space to make note of anything of importance, in addition to the actions above, that don't require an action.

	Notes
Meeting 1 26/02/2025	Library Update: Current Opening times 0800-0000 midnight Will extend to open 24 hrs 7 days a week in May. 24hr Study spaces available in Founders Reading Room. Monthly Referencing Drop-in sessions are running all year. Eva Garcia-Grau is always available if support or advice is needed, and can be contacted to request 1-to-1s (in person or on Teams) at: Eva.GarciaGrau@rhul.ac.uk -- Thanks to students for supplying their feedback, and special thanks to Simon Kwon for collating it and discussing problems and solutions to issues raised. The programme had only recently started, and feedback on structure, content and teaching would be useful for development. Limiting teaching days to one per week was agreed as the teaching best set up. Lab sessions would be useful for putting programming techniques into practise to aid learning. Longer breaks during/between lectures would help with fatigue and maintaining focus. Students with non-mathematical backgrounds were finding the programming level of the course to be quite advanced, and preparatory maths and programming skills content would be very useful before the start of teaching. Teaching flexibility is limited by UKVI restrictions, however any changes within these regulations can be considered. Timetabling and location availability will be better in the Summer when standard cycle teaching finishes.

	Overall students are happy with levels of academic support, teaching and course content. -- Date of next SSAM: tba, summer term
Meeting 2	
Meeting 3	
Meeting 4	
Meeting 5	
Meeting 6	